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**DEPUTY DIRECTOR (SUPPORT)  
OFFICE OF LOGISTICS  
BUILDING PLANNING STAFF**

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**1. GENERAL**

In the interest of effective Agency planning for the proposed headquarters building, it is necessary to determine the requirements of every organizational element in the Agency. It is considered desirable that there be coordinated participation by representatives of all components of the Agency in the development of these requirements. It is necessary, however, that there be centralized Agency control and guidance by qualified architectural engineers, space analysts, and security and management officers to ensure that these requirements conform to technical architectural and engineering principles and standards, as well as principles of economy, security and sound management.

**2. STEERING COMMITTEE**

The Deputy Director (Plans), the Deputy Director (Intelligence) and a representative from the Office of the Director will serve on a Steering Committee, with the Deputy Director (Support) as chairman, to provide Agency policy guidance and general direction for the planning of the new building. This committee will review reports and recommendations regarding the planning, design and other matters requiring policy determination, and recommend appropriate action to the Director of Central Intelligence.

**3. BUILDING PLANNING STAFF**

- a. Effective 4 October 1955, the Building Planning Staff was established in the Office of the Director of Logistics. In the absence of the Director of Logistics, the Chief of this Staff shall be responsible to the Deputy Director (Support).
- b. The Chief, Building Planning Staff, shall be responsible for the administration and executive management of all matters related to planning for the proposed Agency headquarters building. He shall be the primary Agency planning officer and, as such, he shall provide general guidance and direction to ensure the development and maintenance of building requirements to meet established architectural and engineering standards. He shall also ensure that requirements are developed in accordance with sound principles of security, management and economy.
- c. Effective with the establishment of the Building Planning Staff, [redacted] was designated Chief, Building Planning Staff; [redacted] was designated Project Planning Officer; and [redacted] was designated Executive Officer.

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NOTICE

- d. The following named individuals have been designated by the heads of their respective components to serve as full time assistants on detail to the Building Planning Staff for the duration of the building planning project:

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4. LIAISON OFFICERS

- a. The development of operational and functional plans for space requirements can be accomplished most effectively by the individual organizational elements concerned. In order to ensure a coordinated effort in this regard, the Deputy Director (Support), Deputy Director (Intelligence), and the Deputy Director (Plans) have each designated a senior officer to act as their representatives in all matters related to the development of requirements for the new building.
- b. These officers have been charged with the responsibility for supervising, directing and coordinating the development of requirements for all types of space by the individual organizational elements within the respective areas of their jurisdiction. They are each authorized to represent their respective Deputy Director in all matters related to the development of requirements and shall be the primary liaison contact with the Building Planning Staff. They shall ensure that information required by the Building Planning Staff is developed and submitted in accordance with the instructions and guidance provided by the Building Planning Staff.
- c. The following named individuals have been designated to serve as full time liaison officers representing the deputy directors as indicated:

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. WHITE  
Deputy Director  
(Support)

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